

Job Description
Missouri State Highway Patrol

Class Title: Food Service Manager

Title Code: V00305

Effective Date: 12/01/90

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Assistant Division Director

Position Supervised: Food Service Helpers, Cooks, Cook Supervisors

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible supervisory work in directing the preparation and production of food in the Law Enforcement Academy kitchen. An employee in this position is responsible for the planning and coordination of all food service activities. Work includes surveying food service operations to ensure uniform food service standards, proper sanitation and quality of food. Work is performed under general administrative supervision provided by the Division Director or other designated superior. However, the employee is expected to exercise considerable independent judgment and initiative in the performance of assigned duties.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Keeps records of time worked by employees, assists in planning vacation schedules, and assigns or reassigns employees as required.

Maintains records and prepares reports on foodstuffs purchased and served in order to provide necessary information for record keeping and compilation.

Estimates food needs; plans menus according to basic dietetic principles.

Supervises the maintenance of health, sanitation and safety conditions in kitchens, dining rooms and other food preparation and storage areas.

Evaluates menus for nutritional requirements and food utilization.

Keeps records and prepares reports on foodstuffs requisitioned and served, and per capita costs of food.

Recommends methods to reduce per diem food costs and advises on appropriate food quality standards, inventory control and purchasing procedures.

Develops and coordinates training programs for food service staff to improve sanitation and food preparation.

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Prepares and maintains a current plan for providing food in case of emergency or disaster.

Meets with representatives of various suppliers of food products and equipment to keep informed of market trends and availability of commodities and equipment to determine the relative value of each.

Prepares requirements for food supplies in relation to quality and quantity as determined by Academy activity schedule.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of institutional food management, including nutritional food values, menu planning, food costs and inventory, and storage procedures.

Knowledge of modern methods, materials and equipment used in food preparation and service.

Knowledge of the principles and practices of institutional food management, including food value costs.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to plan menus for a large-scale food production and to direct quantity cooking with economy and efficiency.

Ability to plan, assign and supervise the work of a moderate size staff of cooks and food service helpers.

Ability to establish and maintain harmonious working relations with others.

Ability to communicate effectively in oral and written form.

Ability to exercise judgment and discretion.

Ability to work independently.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

One year experience as a Cook Supervisor with the Missouri State Highway Patrol.

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Six years experience in large-scale food preparation and service, of which three years must have been in a supervisory or management capacity involving menu planning, estimation of food requirements, requisition of supplies, and supervision of food preparation and service; and graduation from a standard high school or possess a GED.

OR

Two years of supervisory or management experience in a large-scale food preparation and service, involving menu planning, estimation of food requirements, requisition of supplies, and supervision of food preparation and service; and graduation from an accredited four-year college or university with specialization in dietetics, nutrition, foods and nutrition or food service management.